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Grade 20
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CLOSE DATE
11/04/2022

SUMMARY

Social Workers are responsible for providing case management services to individuals who are dealing with a variety of social issues (e.g., mental health, poverty, addiction, domestic abuse). Employees in this position gather information about new patients (e.g., demographics, psychosocial status, medical history), prepare individualized treatment plans, procure relevant resources on behalf of clients (e.g., pharmaceuticals, incontinence supplies), deliver training programs to various audiences (e.g., community groups, court-ordered offenders) and attend professional development events (e.g., conferences, workshops). Social Workers work in indoor settings (e.g., offices, hospitals, external businesses), and are often required to deal with physically aggressive or violent individuals; they have no supervisory responsibilities to subordinate personnel.

TYPICAL JOB DUTIES:

- Conducts intake of new patients/clients to collect background information, determine psychosocial status, establish medical treatment history, and identify needed treatments and/or services.
- Prepares and/or implements individualized hospital discharge plan or case management plan tailored to patient/client needs.
- Provides crisis intervention and emergency assistance by making immediate assessment of needs and referrals to appropriate resources.
- Evaluates intake information to identify needs, barriers, and problem areas.
- Procures resources and services specified in the case management and/or hospital discharge plan.
- Performs administrative functions to ensure proper documentation, efficient scheduling, accurate billing and collection of fees, and compliance with standards established by oversight agencies (e.g., Alabama Coalition Against Domestic Violence, Medicaid/Medicare, grant programs).
- Prepares and provides training and education programs for clients, staff, community groups, other agencies, and the general public.
- Builds and maintains relationships with social service agencies, service providers, community leaders/organizations, and vendors.
- Engages in activities designed to ensure professional development, awareness of developments in the field, and knowledge of relevant practices, rules, laws, policies, and/or guidelines.

MINIMUM QUALIFICATIONS:

The following Minimum Qualifications are required for this job. You must demonstrate possession of these qualifications by providing a detailed description of your related experience in the work history section of your application. Please note that replicating or restating these minimum qualifications or the information from the Personnel Board's job description as your own work experience will result in your disqualification. Please describe your work experience in your own words to represent the work you have performed that is related to the minimum qualifications for this job.

- Social Work license (e.g., Licensed Bachelor of Social Work - LBSW, Licensed Master of Social Work - LMSW, Licensed Independent Clinical Social Worker - LICSW).

PREFERRED QUALIFICATIONS:

Preferred Qualifications are examples of experience and education considered to be highly desirable by hiring agencies.

- Bi-lingual (Spanish).
- Two (2) years of experience performing work in a social services setting.
- Experience performing work in domestic violence and/or abuse intervention programs.
- Experience performing work in a medical environment.
- Experience facilitating groups.

COMPETENCIES:

- Computer & Technology Operations.
- Heavy Equipment & Vehicle Use.
- Mathematical & Statistical Skills.
- Oral Communication & Comprehension.
- Professionalism & Integrity.
- Self-Management & Initiative.
- Teamwork & Interpersonal.
- Technical & Job-Specific Knowledge.
- Training & Facilitation.
- Written Communication & Comprehension.

CRITICAL KNOWLEDGES:

- Knowledge of accreditation guidelines, requirements, procedures and processes for domestic violence programs.
- Knowledge of accreditation guidelines, procedures and processes for health care organizations.
- Knowledge of balanced and restorative justice principles, rehabilitation, probation, and social casework.
- Knowledge of community programs and resources (e.g., rehabilitation, recreational, protective, educational) and what services they offer.
- Knowledge of civic and community organizations (e.g., police, AAA, Salvation Army, Red Cross), the services they provide, and their interrelationships.
- Knowledge of the principles, practices, and techniques of social work as they apply to crisis intervention.

- Knowledge of the signs and symptoms of drug/alcohol abuse and addiction as they relate to the needs, attitudes and behavioral problems of the abuser.

WORK ENVIRONMENT:

- Work is conducted indoors both in office settings as well as field visits to external places of business.
- Work involves use of standard office equipment, such as computer, phone, copier, etc.

PHYSICAL DEMANDS:

- Job is primarily sedentary involving sitting for long periods of time, but may involve occasional walking or standing for brief periods.
- Job may require working with angry/irate customers, dealing with physically aggressive or violent individuals, being exposed to bio-hazard materials, and providing services to an indigent population.

DISCLAIMER:

This job description is not meant to be an all-inclusive list of the job duties, responsibilities, or skills and abilities required to do the job and may be changed at the discretion of the Personnel Board at any time.

SPECIAL ACCOMMODATIONS

Persons requiring special conditions to accommodate a disability when completing the application should contact the Personnel Board at 205-279-3500 before the announcement closing date. Qualified applicants who believe they will need reasonable accommodation in the examination process should complete and submit an Accommodation Request Form. You may obtain an Accommodation Request Form by contacting our ADA Ombudsperson at ADAO@pbjcal.org, or by accessing the "Request for Accommodation" form through the following website: <http://www.pbjcal.org/>

AN EQUAL OPPORTUNITY EMPLOYER

The Personnel Board of Jefferson County (Personnel Board) provides a public personnel system based on merit principles. The Personnel Board strives for the constant improvement of the public service by employing and developing the best qualified persons available. The Personnel Board provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, sex, creed, religion, political beliefs, national origin, age, disability, veteran status, sexual orientation, gender identity or expression, or genetics. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training. Employment decisions are made by the Merit System municipality or governmental agency in which the position exists. Each Merit System municipality, agency, or jurisdiction administers its own equal employment opportunity programs in compliance with applicable state and/or federal laws and regulations.